

Common Data Clean-up Issues for Agencies

HRMS parallel testing efforts have identified key employee data areas that can produce incorrect pay checks when converting data in the old PAY1 system to the new Human Resource Management System (HRMS).

Agencies are encouraged to identify and correct these situations in advance of cutover where possible. Also, agencies should educate their end users to prevent additional errors of these types from being entered into Pay1.

W4 Information

In PAY1, be aware of the following W4 statuses:

- Anyone claiming exempt with additional withholding.
- Anyone claiming additional percentage deductions.

Both of the situations above are invalid W-4 forms and when converted to HRMS can adversely affect the employee's pay. **These conditions should be cleaned up in PAY1 prior to go live.**

Work Schedule Indicator

In PAY1, many agencies use a common indicator (01) for all employees regardless of their actual schedules. In HRMS, work schedules drive the payroll calculation. If an employee doesn't have the right work schedule on record, the employee's pay can be miscalculated. **This condition needs to be validated in PAY1 prior to go live.**

No action to place employee on leave without pay (LWOP)

In PAY1 it is possible to stop an employee's pay on the "Pay Screen" without entering the appropriate action on the "Action Screen." At conversion, this situation results in the employee converting as active and being paid full wages. **This condition needs to be corrected in PAY1 prior to go live.**